

## **Minutes of the Manheim Township Public Library Foundation Board Meeting**

Wednesday, June 28, 2017

The meeting was called to order at 5:34

Members present-Katrina Anderson, Adrienne Miller, Elizabeth Brown, David Ferruzza, Dan Labezius, Janet Bailey, Tim Smettick. and MT Commissioner Sam Mecum.

Members Absent- Joan Bohan, Richard Manix and Laura Slaymaker

**Agenda Review-** No changes were made.

**Public Comment-**None offered as no members of public present.

**Prior Minutes-** Minutes were reviewed. Dan motioned to accept the minutes as revised. This was seconded by Elizabeth and approved.

### **Current Business:**

#### **Review of Director's Report**

- Reviewed Performance vs Budgeted information.
- Number of passport applications continues to trend favorably.
- Transition plan was developed by Katrina and Janet

### **New Business:**

- Staffing challenges were discussed as the library has seen numerous staff depart recently, five in the past month. Currently the passport position is staffed part-time but the current volume justifies a full-time resource. The position of collection development should be a full-time position as well.
- Board members will communicate with the Commissioners regarding staffing challenge with the support of Commissioner Mecum.
- Development Managers Report provided by Tim Smettick- fundraisers will be held at Buffalo Wild Wings on 7/19/17 and tentatively at Oregon Dairy in August.
- Annual appeal will have an appeal to businesses. Tim will personally visit the businesses. Tim is evaluating if personal visits are warranted on certain individuals as well.
- Tim has identified over 30 programs at the library that donations could be earmarked for.

### **Old Business**

#### Director Search Update

- Janet made a case to keep Katrina on as a consultant or part-time employee while the search is progressing. The proposal is being reviewed by the MT HR department.
- Search Committee will notify MT which candidates should be interviewed.
- Board requested that the job be posted in surrounding PA counties.

## **Standing Committee Reports**

- Facilities Committee-  
Staining of interior and exterior underway. Several trees on the property have been trimmed.
- Friends Group- Reminder to sign up to volunteer at the Library book sale in September.
- Finance Committee- No report
- Personnel- No report.

## **Adjournment**

Elizabeth made a motion to adjourn the meeting. Dan seconded the motion. The motion to adjourn was unanimously approved at 7:12 pm.

## **Next Meeting**

The next meeting will be July 28, 2017 at 5:30 p.m.